PERSONNEL BOARD MEETING Monday, January 5, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member

AGENDA

- 1. Request to approve the minutes of the December 1, 2014 Personnel Board meeting.
- 2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received December 2014.

Mayra Acosta Fire Department
Jasmine Chavez Fire Department
Jose Abel Police Department
Carmen Romero Police Department

Jose L. Hernandez Public Works – Solid Waste Department

- 3. Report of Leave With-out Pay for December 2014.
- 4. Report of <u>Civil Service Appointments</u> for December 2014.

Kirk D. Haugen Fire Department
Collin P. McConnell Fire Department
Jasmine E. Chavez Fire Department
Kevin G. Raller Fire Department
John L. Nieves Fire Department

Nicia Garcia Education and Community Services
Marlene Hernandez Education and Community Services
Robert Lopez Education and Community Services

5. Report of **Civil Service Resignations** for December 2014.

Yhulmer M. Izquierdo Construction and Maintenance Department

Rodolfo Rodriguez-Cepero Fleet Department
Gabriel D. Casco Police Department
Miguel Severino Police Department

Belinda Berdini Public works Department

Darryl Brown Public Works Department- Solid Waste Division

6. Report of <u>Maternal/Paternal Leave</u> for December 2014.

Armando Cepero Fire Department Anita Martin Fire Department

- 7. Report of Leave of Absence for December 2014. NONE
- 8. Request to certify the eligibility list for the position of <u>Administrative Aide Confidential (Human Resources)</u>
- 8a. Request to certify the eligibility list for the position of <u>Administrative Aide Confidential (City</u> Clerk)
- 8b. Request to certify the eligibility list for the position of <u>Administrative Aide Confidential (Fleet Maintenance)</u>
- 9. Request to certify the eligibility list for the position of **Director of Fleet Maintenance**
- 10. Request to conduct a Civil Service examination for the position of Administrative Aide

Confidential (Madelyne Amador) position with the following criteria:

- a. In house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description is attached.

Range 28 - \$1056 - \$2127 Bi-Weekly

11. Request to approve the revised criteria for the position of **Police Training Program Coordinator**

(Maria Lopez) with the following criteria:

- a. In house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral exam.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description is attached.

Range 50 - \$1252 - \$2436 Bi-Weekly

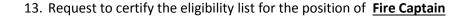
12. Request to conduct a Civil Service examination for the position of Code Enforcement Official

(Violeta Blanco) with the following criteria:

- a. In house, non competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral exam.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description is attached.

Range 01 - \$1039.00 - \$2420.00



- 14. Request to hear **Unfinished Business.**
- 15. Request to hear **New Business**

NEXT PERSONNEL BOARD MEETING: Monday, February 2, 2015 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.